



Position: Executive Assistant

Reporting to: Chief Operating Officer

Job Description

The Executive Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Executive Assistant duties are completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. The Executive Assistant will also serve as the primary support person to the executive team.

Responsibilities

- Answer and direct phone calls
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Order office supplies
- Organize travel arrangements for senior managers
- Organize and schedule meetings and appointments
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Provide general support to visitors
- Provide information by answering questions and requests
- Assist in preparing for meetings with presentation packages
- Generate reports Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Greet and assist visitors to the office
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Coordination of the executive's schedules including internal and outside obligations.
- Arranging meetings and conferences, handling communication and travel arrangements, and processing related functions and documentations.
- Coordination and prioritization of the executive's daily appointments and business obligations.
- Call processing. The assistant should be able to refer incoming calls to the respective employee or department while ensuring that appropriate calls are the only one that goes through to the executive.
- Works efficiently with department personnel, which provide support for the company functions.
- Project management, efficient and organized work flow when products are being launched and marketing campaigns are being implemented.



Requirements

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- At least 3 years of experience in the field or in a related area; financial business preferred

Interested applicants please forward their resume with a cover letter to resumes@harvestportfolios.com.

Only qualified candidates selected for an interview will be contacted.

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